

IN-KIND CONTRIBUTION FORMS

Instructions:

Use the forms to document in-kind contributions. In-kind contributions are donations of goods/materials, services/equipment, and volunteers. These forms shall be used to document and verify efforts donated by the grantee and their supporters such as labor of the municipality's employees, volunteer work, and goods/services.

All donations must be a necessary and reasonable part of the project and be consistent with items and costs outlined in Grant Agreement cost estimates.

On the forms, show how the value of each contribution was determined by filling in the appropriate boxes.

- For donated GOODS/MATERIALS, provide:
 - donors information
 - provide a description and quantity,
 - date provided,
 - the total fair market value of the goods

- For donated SERVICES/EQUIPMENT, provide:
 - donors information
 - date(s) of service
 - the rate and hours
 - type of service provided
 - the total fair market value of the service

- For VOLUNTEER services (one person per form), provide:
 - volunteer information
 - date(s) of service
 - the rate and hours
 - type of service performed
 - the total fair market value of the service

All in-kind items reported must:

- Be for goods, services, or equipment, which are considered an integral and necessary part of the approved project.
- Be for allowable costs and activities that were included as part of the approved cost estimate.
- Be supported by documentation that corroborates the fair market value of the goods or services provided.

If you have questions, please contact the Program Administrator at dchaplick@morrisparks.net or (973) 326-7605.